

MAIN FACS “TIPS & TECHNIQUES”

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IMPORTANT: This issue contains important operating information for all users of RSTARS and ADPICS. Please distribute promptly.

In this issue:

- **INTERNAL TRANSACTION (IT) FILE REPORTS**

INTERNAL TRANSACTION (IT) FILE REPORTS

As the year-end closing process approaches, it becomes increasingly important to clear the Internal Transaction (IT) file in a timely manner. RMDS provides four (4) Requestable Reports that help monitor agency activity on the IT file:

- The IT File Batch Header with Document Number (DAFR6821) report lists document numbers and batch headers for IT file records by batch agency.
- The IT File by Edit Mode, Batch Type and Batch Number (DAFR6822) report lists IT file records by edit mode, batch type, and batch number.
- The IT File by Edit Mode and Batch Type (DAFR6823) report provides a count of IT file records and a summarization of dollar amounts by edit mode and batch type.
- The IT File Batch Header (DAFR6824) report lists the batch headers by batch agency.